

# GENERAL INFORMATION

## FOR GRANTING ADVANCED STANDING/REQUESTING APPROVAL

Revised September 2013

The revised advanced standing plan will assist you in meeting the minimum requirements of the Louisiana Administrative Code (LAC. §933, §939, §1105.A.5.) in granting a request from a student for advanced standing.

- The transferring student must have his/her transcripts sent to you directly from the transferring institution. Transcripts issued to the student are unacceptable. This includes all schools in the LCTCS system since the programs are accredited independent from each other.
- A legible copy of the transfer transcript must be submitted with the approval request.
- If the student is transferring from or reentering a practical nursing program, only the approved practical nursing transcript is acceptable.
- The student must obtain the numerical grade and number of clock hours taken in both theory and clinical from the former nursing program. If the student cannot, for some reason, obtain this information, you can give them a challenge exam including demonstrating skills in the lab and/or clinical area. Passing the challenge exam will give them the number of clock hours needed. A grad range (77-83) is unacceptable. If there is a lab component to the course, the student must provide you with the number of clock hours in the lab as well as the lab grade. This verification should also come directly from the institution, dean or an instructor. **\*\*See Below\*\***
- The transfer student needs to provide all admission requirements to the current program.
- While not mandated by the LAC, it is advisable to submit an approval request for advanced standing as early as possible so as not to delay the student's eligibility for licensure upon completion of the program.
- Advanced standing approval for students from your pre-nursing program does not have to be submitted until completion. Include the official pre-nursing transcript or indicate in some way on the practical nursing transcript which courses were completed prior to enrollment in the practical nursing program.
- Advanced standing approval for CNA articulation credit does not have to be submitted until completion. A copy of the Nurse Aide Registry Certification must be included with the practical nursing transcript for licensure eligibility. If the CNA has no transcript or grades, you can use grade from testing that you do or just record "AS."
- It is not required that a transcript for each re-entry of a student into your program be submitted upon completion. One transcript with all entry, withdrawal and re-entry dates, along with the course completion dates filled in is sufficient.
- Remember to provide an Introduction to Practical Nursing and the Law as it relates to the Board of Practical Nurse Examiners and Licensed Practical Nursing practice in the completion plan for transfers from an RN program.
- There must be a grade for each required course on file for each licensure applicant. Therefore, there are two choices when submitting a final transcript for an approved advanced standing student: record only "AS" for the course and include all official transfer transcripts **OR** record "AS" and the grade (AS/B) and the official transcript is not needed. The transcript copy submitted at the time of request for approval will be used for verification of grades.
- When completing the request for advanced standing approval, use the course name and not just the course numbers.

**\*\*** We require the same information from our applicants for licensure by endorsement and it has been proven that this information is not difficult to obtain.